

Date:\_\_\_\_\_

City Clerk  
City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166

Dear Sirs:

Pursuant to the provisions of Code of Ordinances, Section 150.113 (B) (1) (b) (ii), I am appealing the ruling of variance case No. \_\_-V-\_\_, heard by the Board of Adjustment on \_\_\_\_\_ and pertaining to a variance request from Section \_\_\_\_\_.

It is my understanding that this appeal will be heard by the City Council, sitting as the Board of Appeals and that I will be notified of the date and time of the meeting.

Sincerely,

\_\_\_\_\_  
Applicant  
Address

cc: City Council  
City Manager  
Assistant City Manager/Finance Director  
City Attorney  
City Planner